



## Minutes

Kingsmead Parish Council  
231 Hartford Road  
Davenham  
Northwich  
Cheshire  
CW9 8JT

Clerk: Jo O'Donoghue  
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Minutes of the Committee Meeting held at **Hartford Village Hall, 244 Chester Road, Hartford, CW8 1LW** on 10<sup>th</sup> April 2017

**Attended by:** Cllr Reed, Cllr Hoey, Cllr Bannister, Cllr Martin, Cllr Boylan and Jo O'Donoghue (Clerk)

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### PART A

#### 1. To Receive Apologies

**Noted:** Apologies were received and accepted from Cllrs Weltman & Logan

#### 2. Disclosure of interest in items on the agenda

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

**Noted:** There were no disclosures of interest

#### 3. Public Open Forum

- a) Members of the public are invited to address Councillors and raise issues of concern (15 minutes)

**Noted:** No member of the public attended the meeting

#### 4. Police Report

- a) To receive report (PC Neil Wharmby)

**Noted:** PC Neil Wharmby attended the meeting and it was noted that: there is a new fraud trend on SMISHING; confirmed is required as to whether Kingsmead Parish Council will be funding a PCSO; Operation Shield has now finished; PC Wharmby is available to attend the Kingsmead Primary School Summer Fair; the Council was asked to help promote Cheshire Police Alerts via the website.

**ACTION: JO**

#### 5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 20<sup>th</sup> March 2017

**Resolved:** It was unanimously agreed to approve and sign Minutes of the Council Meeting held 20<sup>th</sup> March 2017, Clerk to update website.

**ACTION: JO**

#### 6. Finance and Administration

- a) To approve and sign the accounts for payment April 2017

**Resolved:** It was unanimously agreed to approve and sign the accounts for payment April 2017 as follows:

B/P to: J O'Donoghue	£ 805.04	(under LGA 1972 s143)
B/P to: HMRC	£ 312.05	(under LGA 1972 s143)
Annual office cost	£ 750.00	GPC
WAP Lawton	£ 720.00	GPC Monthly
Groundwork & Leisure	£ 3,156.00	GPC Capesthorne
E Bannister	£ 52.94	GPC Pink poo spray
WAP Lawton	£ 2,725.20	GPC wildlife corridor/fallen trees/removal of litter and repair fence/remove tree roots Capesthorne
Caddis	£ 1,782.00	GPC duck houses/bird boxes & install
PIMS	£ 1,392.00	GPC 9xinspections/bark top up Dukes Way 2
Office cost	£ 32.63	GPC batch PDF merger software
ChALC affiliation fee	£ 1,172.15	GPC
Pentagon	£ 9,774.00	GPC Capesthorne Park
<b>TOTAL</b>	<b>£22,674.01</b>	

- b) To approve and sign bank reconciliation March 2017

**Resolved:** It was unanimously resolved to approve and sign bank reconciliation March 2017

- c) To note action taken from the previous meeting and any outstanding actions to be processed

**Noted:** There were no outstanding actions

#### 7. Annual Financial Report

- a) To approve Annual Financial Report (Receipts and Payments Account)

**Resolved:** It was unanimously resolved to approve Annual Financial Report (Receipts and Payments Account)

- b) To Annual Governance Statement

**Noted:** It was agreed to defer to the May meeting when the Clerk will be present

- c) To Annual Accounting Statement

**Noted:** It was agreed to defer to the May meeting when the Clerk will be present

- d) To note date for Internal Audit

**Noted:** It was noted that the internal audit will take place from 10<sup>th</sup> May 2017

- e) To note date for External Audit

**Noted:** It was noted that the internal audit will take place from 10<sup>th</sup> May 2017

#### 8. Dog Show

- a) To receive report

**Noted:** Cllr Hoey provided a report

- b) To agree action to be taken

**Resolved:** It was unanimously agreed to permit the show to take place on St Georges Field with the following conditions:

1. the event must use main field only, cordon off section to Dobells Lane - the reason is sensitive wildlife
2. organisers must ensure owners keep their dogs on leads at all times
3. organisers must clean up all litter and dog fouling and provide bins which they must remove and shld dispose of waste properly
4. organisers try to encourage all event-goers to walk and not to park in surrounding residential areas
5. organisers must take out appropriate public liability insurance
6. organisers must ensure dog-owners have their own pet insurance
7. Clerk to inform organisers

**ACTION: JO**

9. **Noticeboard**

- a) To receive report from Cllr Hoey

**Noted:** It was agreed to defer to the May meeting

- b) To agree action to be taken

**Noted:** 2 quotes to be sought

**ACTION: LH**

10. **Website**

- a) To receive report

**Noted:** Cllr Hoey provided a report and it was noted that residents have noted that the font colour and background made the current website difficult to view.

- b) To agree action to be taken

**Resolved:** It was unanimously agreed to: defer to June 2018 - to be budgeted for in 2018/19 when current contract is up for renewal; agree to pay £60 for upgrade to current site storage to ensure backups to website are successful; establish if the background and font colour can be altered on the current website:

**ACTION: LH/EB/DB**

11. **Boundary Review**

- a) To note consultation

**Noted:** It was agreed to defer to the May meeting when the Cllr Weltman will be present

- b) To agree action to be taken

**Noted:** It was agreed to defer to the May meeting when the Cllr Weltman will be present

12. **Play Areas**

- a) Capesthorpe Close play area update

**Noted:** It was noted that the refurbished park has been well received by residents and the H&S issue has been resolved.

- b) To note concerns regarding Dukes Way play area

**Noted:** It was agreed that the park is in need of work and Cllr Bannister agreed to obtain quotes for refurbishment. Clerk to request quote from WAP Lawton for removal of the current equipment.

**ACTION: JO**

### 13. Clocktower

- a) To receive report from the Clerk

**Noted:** It was noted that the annual service will be carried out on 14<sup>th</sup> April 2017

### 14. Bins

- a) To receive report from Cllr Weltman/Clerk

**Noted:** It was agreed to defer to the May meeting when the Cllr Weltman will be present

- b) To agree action to be taken

**Noted:** It was agreed to defer to the May meeting when the Cllr Weltman will be present

### 15. Best Kept Garden

- a) To receive report

**Noted:** It was agreed to promote through website, facebook and Northwich Guardian

### 16. Events

- a) To agree involvement with Kingsmead Primary School Fair

**Noted:** PC Wharmby will attend; Ms Stewart (Headmistress) and Cllr Weltman to present prizes for Garden Competition. Action Clerk to email Ms Stewart and ask her and arrange gas canisters for balloons.

**ACTION: JO**

- b) To note arrangements for Kingsmead Xmas market

**Noted:** Further update to be provided at the May meeting

- c) To agree action to be taken

**Resolved:** Clerk to email management company of Kingsmead Square to ask permission for Xmas market and contact stall-holders to book place in market with £25 deposit.

**ACTION: JO**

### 17. Any other business

Please note that this item is for information only and no decisions can be made. This item is scheduled to last no more than 15 minutes.

**Noted:** There was no other business

### 18. Close of meeting

**Noted:** The meeting closed at 9pm